

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Clerk Typist	CLASSIFICATION CODE: 02426200
	SALARY RANGE: (607 A) \$24997-\$31836 15 Steps**	REFERENCE POSITION NO.: 137012900-2
	Department or Agency Name: Corrections	APPLICATION PERIOD: 3-15-05 to 3-21-05
	Division/Section/Unit: Records Unit	3 day grace 3-24-05
	Assignment(s) / Comments: Must submit valid typing certificate of 35 WPM	
	Shift and Days: 8:30am - 4:00pm	Job Location: Intake Service Center
	Restrictions/Limitations: **Pay scale includes longevity-No additional longevity-Step placement based on base entry date.	
	Position Covered By Collective Bargaining Union Agreement	Yes X No _____
	Name of Bargaining Unit Union: RIBCO	
	There is* _____ is not X a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
This person is the first point contact for the public and for members of other criminal justice agencies doing business with the Records Unit. This person is responsible for monitoring incoming and outgoing traffic by controlling the electronic door. In many cases, this person is the first telephone contact with the public who call for information about relatives, visiting schedules or other information. The reception desk person also refers calls and therefore he/she must be familiar with the responsibilities of other staff in the area. To do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in typing. Or, any combination of education and experience that shall be substantially equivalent to the above education. **NOTE: 35 net WPM-5 minutes	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Jane M. Ryan Office of Human Resources 39 Howard Avenue Cranston, RI 02920	Telephone #: 462-5119 Fax #: 462-2685 TTY/TDD #: 462-5180 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER